

UNITED STATES DISTRICT COURT
Eastern District of Wisconsin
U. S. Probation / Pretrial Services

"Together Making a Difference"

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VACANCY ANNOUNCEMENT No. 2018-03

Position Title: **PROGRAMMER**

Salary: Court Personnel System
Classification Level: CL-26 (\$46,404-\$74,454/year). Salaries noted include Cost of Living Adjustment [2018 Pay Table MIL]. Starting salary commensurate with experience and education.

Area of Consideration: Open to All Qualified Individuals

Position Location: UNITED STATES PROBATION OFFICE
517 East Wisconsin Avenue
Milwaukee, WI 53202

E-mail Applications to: jobs_wiep@wiep.uscourts.gov

Term of Employment: Temporary – Over 1 year, subject to need and available funding.

Closing Date: Position open until filled. Applications received by Friday June 29, 2018, will be given priority consideration.

Job Summary

Programmers perform professional work related to designing, modifying, and adapting existing software. Programmers are primarily responsible for writing code.

Representative Duties

- Write code to specifications and document work.
- Plan, develop and deploy software applications and custom reports.

- Consults with court staff and other customers regarding software design, enhancement and management.
- Modifies, adapts and enhances existing software, including national programs.
- Perform routine testing and provide oral and written status reports.
- Applies best practices of software engineering including standards and release procedures.
- Trains information technology staff and develops training for end users.
- Other duties as assigned.

Required Competencies (Knowledge, Skills, and Abilities)

Information Technology and Automation

Knowledge of applicable programming languages, databases, and application design. Knowledge of computer systems and networks, including skill in determining causes of operating errors. Skill in generating or adapting programs, equipment and technology to serve user needs. Skill in preparing flow charts. Skill in writing computer programs for various purposes, including skill in writing program documentation.

Judgment and Ethics

Knowledge of and compliance with the *Code of Conduct for Judicial Employees* and court confidentiality requirements. Ability to consistently demonstrate sound ethics and judgment.

Written and Oral Communication/Interaction

Ability to communicate effectively (orally and in writing) to individuals and groups to provide information. Ability to interact effectively and appropriately with others, providing customer service and resolving difficulties while complying with regulations, rules, and procedures.

Primary Job Focus and Scope

The primary focus of the job is to develop and document programs, from initiation to completion, while preventing legal or personal liability against the circuit executive or court unit executive and the employee. Programmers implement and perfect programs. Responsibilities include understanding the needs and priorities of the customers and users. The Programmer is responsible for modifying existing systems and/or designing and building new systems to meet the needs of the court unit. The work impacts the level of production and efficiency of how the work of the court unit is performed. The potential consequences in judgment include poorly designed systems that do not meet end users' needs, create potential security breaches and/or perform poorly. This can result in decreased productivity and increased costs.

Complexity and Decision Making

The job involves gathering and analyzing program information to determine and recommend the best course of action. Decisions are made based on thorough knowledge of the policies, practices, and guidelines related to the job. While the supervisor or manager usually makes the ultimate decision regarding work direction, programmers usually develop options and recommend a course of action based on their experience and expertise in their particular subject area.

Interactions with Judiciary Contacts

The primary judiciary contacts are peers, chambers staff, court unit staff and Administrative Office staff for the purpose of designing, modifying and adapting software.

Interactions with External Contacts

The primary external contacts are other courts, other government agencies, end users and vendors for the purpose of developing, designing and modifying application programs.

Work Environment and Physical Demands

Work is performed in an office setting. Employees may be required to lift and move moderately heavy items, such as computer equipment.

Qualifications

Education and General Experience

High school graduation or equivalent, two years general experience in a progressively responsible technical automation or other work that indicates the possession of, or the ability to acquire, the particular knowledge and skills needed to perform the duties of the position. Experience in a court or other legal field is desirable but ability to perform at the full-performance level may be acquired through administrative experience in other settings. Must possess a minimum of one year of specialized experience equivalent to work at next lower classification level.

Specialized Experience

Progressively responsible computer related work that is in, or closely related to, the work of the position and which has demonstrated the particular knowledge, skills, and abilities to successfully perform the duties of the position and involves the routine use of automated software and keyboarding for word processing, data entry and report generation.

Educational Substitutions

Education above the high school level may be substituted for required general experience on the basis of one academic year (30 semester or 45 quarter hours) equals one year of general experience.

Education may not be substituted for specialized experience because administrative court support positions require hands-on experience to be credited as specialized experience.

Court-Preferred Skills

We are looking for a programmer that has experience with PHP and HTML5 and strong knowledge of CSS and JavaScript. As well as some experience with Xcode and Swift for iOS development. Also important is the ability to write clean, logical, well documented and re-usable code.

Desirable Characteristics

The Eastern District of Wisconsin strives to maintain and grow a productive and positive culture. Successful candidates must be mature and highly organized; must possess tact, good judgment, poise and initiative; and must maintain a professional appearance and demeanor at all times. A successful candidate will possess the following qualities: optimistic, introspective, honest, curious, adaptable, committed and accountable.

For additional information, please visit <http://www.wiep.uscourts.gov/about/job.html>

Benefits: The U. S. Probation Office falls within the Judicial Branch of the U.S. Government. Judiciary employees serve under "Excepted Appointment" and are considered "At-Will" employees. Federal Government Civil Service classifications/regulations do not apply; however, court employees are entitled to similar benefits as other Federal Government employees. Benefits include participation in the Federal Employees' Retirement System, Federal Employees' Health Benefits, Federal Employees' Group Life Insurance, Thrift Savings Plan (similar to a 401K plan with employer matching contributions), paid holidays and annual/sick leave accrual. Optional programs for health and dependent care flexible spending accounts and disability insurance. Alternate work schedules and teleworking may be available after six months of employment. For more information on benefits offered visit <http://www.uscourts.gov/Careers/BeneFitForLife.aspx> This position is subject to mandatory electronic funds transfer (direct deposit) for payment of net pay.

Within Grade Increases (WGI) potential for positions are based on successful performance, consistently meeting expectations of the position when evaluated through the Performance Management Plan, and overall accretion of duties and responsibilities. Successful employment with the United States Courts is

based on acceptable performance and is an at-will employment opportunity as determined by the Court Unit Executive.

Conditions of Employment: The Court requires all employees to adhere to the Code of Conduct for Judicial Employees as well as specific employee policies and performance expectations.

<http://www.uscourts.gov/rules-policies/judiciary-policies/code-conduct/code-conduct-judicial-employees>

Applicants must be citizens of the United States of America or a permanent resident seeing U.S. citizenship. Non-citizens must execute an affidavit indicating their intent to apply for citizenship when they become eligible to do so. Candidates must have sufficient keyboarding skills (or alternative skills) to be able to demonstrate proficiency in producing reports/documents/correspondence using electronic word processing and other office system technology. Candidates selected for interviews will be required to participate in appropriate testing as part of the screening process. This office will call references of the final group of candidates and may call former employers [whether listed as references or not] to seek information on past performance history. Finalists will also be required to submit to a background investigation (including fingerprinting).

Submission of false or fraudulent information on or attached to an application may be grounds for non-selection, withdrawal of an offer of employment, or dismissal after being employed. All information is subject to verification.

TO APPLY: Applicants must submit the following in **one pdf document** to jobs_wiep@wiep.uscourts.gov

A cover letter which addresses qualifications, skills, and relevant experience [see sections on Required Competencies and Court Preferred Skills] necessary for the position;

AO 78, Application for Judicial Branch Federal Employment

http://www.wiep.uscourts.gov/about/Job_AO_078.pdf

"Unofficial" high school diploma or equivalent, bachelor's/master's degree college transcripts; transcript(s) submitted must indicate date(s) of graduation, degree(s) awarded, and grade point average(s). **If you are a final candidate, "Official" transcripts will be required.**

Your most recent performance evaluation. If you do not have one, please address in your cover letter.

To be considered for this opportunity, you must submit ALL required documents. Partial application materials will not be considered.

Only qualified applicants will be considered for this position. Due to the volume of applications, the U.S. Probation Office will only communicate with those individuals who will be invited for testing and personal interviews. The U.S. Probation Office will not reimburse candidates for interview or relocation expenses.

This office provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application or interviewing process, please notify the local human resources representative in the e-mail sent with your application packet. The decision on granting reasonable accommodations will be made on a case by case basis.

Job offers may be made prior to Friday, June 29, 2018. Assigned duty station may change after appointment based on office needs. The U.S. Probation Office reserves the right to amend or withdraw

any announcement without written notice to applicants. If a subsequent vacancy of the same position **in either the Milwaukee or Green Bay office** becomes available within a reasonable time, the Chief U.S. Probation Officer may select a candidate from the original qualified applicant pool without reposting the position.

The Eastern District of Wisconsin Probation Office is an Equal Opportunity Employer